DOCUMENT RESUME

ED 272 387 SE 046 881

AUTHOR Dunn, Sally
TITLE Resource Guide for Employment in Environmental Communications.
PUB DATE 30 Jul 86
NOTE 33p.
PUB TYPE Reference Materials - Directories/Catalogs (132) -- Reference Materials - Bibliographies (131)

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS Career Awareness; *Career Choice; Communications; Databases; *Employment Opportunities; *Environmental Education; *Information Sources; Information Utilization; *Search Strategies; Technical Writing
IDENTIFIERS *Environmental Communications; *Environmental Occupations

ABSTRACT

Designed for use by professionals interested in the field of environmental communications, this resource guide contains sources of information pertaining to employment opportunities especially in the area of written environmental communications. References are compiled under the headings of: (1) subject headings (listing key descriptors for employment, environmental communications, and technical writing); (2) sources of background information (indicating the type of literature that exists in environmental communications); (3) directories (providing names and addresses of agencies, organizations, and services in environmental science); (4) indexing and abstracting services (offering an annotated list of the services); (5) databases (consisting of bibliographic and reference environmental-based systems); (6) journals (indicating publications relevant to career possibilities); (7) associations, organizations, and societies (itemizing possibilities in employment, consultation, lobby and public interest fields, technical writing, and general environmental matters); (8) government agencies (including those on a federal and state level); (9) experts (identifying role categories for specialty areas); (10) job search sources (listing books on job search skill improvement); (11) current awareness services (specifying publications which analyze employment trends); and (12) other sources (suggesting use of college placement offices and private agencies). (ML)

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RESOURCE GUIDE

for

EMPLOYMENT

in

ENVIRONMENTAL COMMUNICATIONS

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by

Sally Dunn

July 30, 1986

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Acknowledgement

I am most grateful to Professor Marta Dosa for her guidance.

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INTRODUCTION

This resource guide has been designed for use by all those interested in the professional field of environmental communications. It encompasses sources of information pertaining to employment in environmental communications. Whether they are teachers, students, or administrators, whether they are considering undergraduate study, advanced study, or are approaching graduation and are ready to explore professional employment opportunities, readers will find sources of reference in this guide. The interests of persons planning to specialize in written communication such as technical writing, editing, environmental reporting, and related activities have been emphasized in this compilation.

These forms of written communication may be defined in various ways. Environmental reporting may be defined as the collecting, writing, editing, and publishing of environmental news or articles in newspapers and magazines; this definition will be used in this guide. Technical writing is not easy to define. There has been much discussion as to the proper definition.(1) For the purpose of this paper, Bly and Blake's definition will be used: "Technical writing is defined by its subject matter - it is writing that deals with subjects of a technical nature. [In addition,] the primary goal of any technical communication is to accurately transmit technical information."(2) Thus, a piece of writing that, for example, explains the problem of acid rain to a decision maker would be considered technical writing by this definition. In addition, written materials that describe the nature of a

particular policy, identify the actors and policy instruments, and that critique current policy can be considered forms of technical writing. Such papers might be prepared to assist policy makers in making decisions regarding environmental policy issues.

Notes

1. Dobrin, David, N. "What's Technical About Technical Writing?" in New Essays in Technical and Scientific Communication: Research, Theory, Practice, Paul V. Anderson, R. John Brockmann, and Carolyn R. Miller, eds. Farmingdale, NY: Baywood Publishing Co., Inc. (1983) 227-250.

2. Bly, Robert W. and Gary Blake, Technical Writing: Structure, Standards and Style, New York: McGraw-Hill Book Co. (1982) 1-2.

SUBJECT HEADINGS

Below is a list of subject headings that have been derived from a number of search tools. They can be used as starting points to searches for further information on environmental communications, technical writing, and employment opportunities. These subject headings can be adapted to searches in bibliographies, indexing and abstracting services, and databases.

EMPLOYMENT

Applications for Positions
Employee Training Directors
Employment
Employment Agencies
Employment Interviewing
Employment Offices
Employment Opportunities
Internships
Interviewing
Job Applications
Job Descriptions
Job Evaluation

Job Openings
Job Resumes
Job Vacancies
Jobs
Labor
Labor Supply
Manpower Policy
Occupations
Personnel Management
Professions
Resumes
Student Employment

ENVIRONMENTAL COMMUNICATIONS

Environment
Environmental Communications
Environmental Education
Environmental Interpretation
Interpretation
Nature Education
Nature Interpretation

TECHNICAL WRITING

Administrative Communication
Agriculture Communication
Authorship - Handbooks, Manuals
Business Communication
Business Report Writing
Communication
Communication in Agriculture
Communication in Science
Communication of Technical Information
Engineering Authorship
Government Publications
Mass Communication
Science Authorship
Science Communication
Science Information
Science News
Scientific Communications
Scientific Reports
Scientific Writing
Specification Writing
Technical Communication
Technical Documentation
Technical Editing
Technical Literature
Technical Writing
Technology Authorship

SOURCES OF BACKGROUND INFORMATION

Listed below are sources of background information pertaining to environmental communications and technical writing. These were selected to give a feel for the nature of the topics, and for the type of literature that is being written about the topics.

ENVIRONMENTAL COMMUNICATIONS

Friedman, Sharon, M. "Environmental Reporting: Problem Child of the Media," Environment, 25 (December 1983) 24-29.

An excellent discussion of the problems facing environmental journalism. Also gives important insights into the employment situation in environmental journalism.

Perlman, David, "Science and the Mass Media," Daedalus, 103 (Summer 1974) 207-222.

Contains an informative discussion of the relationship between science, scientists, and the media. Discusses some problems facing scientific reporting, and some things that are being and can be done to correct these problems.

Wagar, J. Alan, "Why Interpretation? Meeting the Challenge," Journal of Interpretation, 3:1 (April 1978) 6-9.

Examines the field of environmental interpretation. Gives some valuable insights into environmental interpretation, its history, and its future prospects.

TECHNICAL WRITING

Anderson, Paul V., R. John Brockmann, and Carolyn R. Miller, eds., New Essays in Technical and Scientific Communication: Research, Theory, Practice. Farmingdale, NY: Baywood Publishing Co., Inc., 1983.

An excellent anthology of essays covering several areas of technical writing; research, theory, and practice. Contains an essay by David N. Dobrin, "What's Technical About Technical Writing," which gives a useful review of previous attempts to define technical writing, and gives his definition of technical writing.

Britton, Earl, W. "What is Technical Writing? A Redefinition," College Composition and Communication, 16:2, (May, 1965).

A classic article that examines previous writers' definitions of technical writing, and formulates a redefinition of technical and scientific writing. Includes some general insights into the field.

Walter, John, A. "Technical Writing: Species or Genus?" Journal of Technical Writing and Communication, 7:3 (1977) 243-250.

Discusses the difference between technical writing and other types of expository writing.

DIRECTORIES

Directories provide names and addresses of associations, organizations, societies, agencies, and services. Frequently, they also list contact personnel. The directories listed below are deemed to be particularly useful for organizations and agencies in the field of environmental science.

Computer-Readable Databases: A Directory and Data Sourcebook, Martha E. Williams ed. Chicago, IL: American Library Association (1985).

Includes detailed citations of more than 2800 bibliographic and bibliographic related databases. Includes addresses and contact persons

for producers, generators, and distributors of databases.

Conservation Directory, Washington, DC: National Wildlife Federation (annual).

Lists private, state, federal, and international agencies and organizations that deal with conservation of natural resources. Objectives of some of the organizations and agencies are given. Includes periodicals, and directories of interest. The listing of State Education Agency Coordinators for Environmental Education may be particularly useful. Includes personal name index.

Directory of Consumer Protection and Environmental Agencies, Thaddeus C. Trzyna ed. Orange, NJ: Academic Media (1973).

Provides addresses, by state, of consumer protection and environmental agencies in both the public and private sectors.

Directory of Online Databases, New York, NY: Cuadra/Elsevier (quarterly).

Contains up-to-date information on approximately 2900 online databases and distinctly named files within database families.

Encyclopedia of Associations, Katherine Gruber, ed. Detroit, MI: Gale Research Co. (annual).

Covers approximately 20,000 national and international organizations. An excellent source of information on organizations, associations, and societies of all types.

Guide to Ecology: Information and Organizations, John Gordon Burke, and Jill Svanson Reddig. New York: H.W. Wilson Co. (1976).

Although somewhat dated, contains some useful information; such as, available sources and starting points for information searches. Topics that are covered include citizen action guides, indexes, reference books, government publications, nonprint media, periodicals, organizations, and government officials. Also, under organizations, environmental consultants are listed.

Natural Resource Employment Guide, Tomah, WI: Natural Resources Employment (1983).

A small, but good source of addresses and points of contact in the natural resources field. Over 300 addresses and points of contact for private, state, and federal agencies are listed. The private corporations given are primarily paper and lumber companies. The job bulletin services section lists other available publications which may be useful in a job search.

Natural Science Centers and Environmental Education Facilities, New Canaan, CT: Natural Science for Youth Foundation (annual).

Furnishes names and addresses of natural science centers. Some entries have a brief description of the centers' services.

Recreation and Outdoor Life Directory, Paul Wasserman, ed. Detroit, MI: Gale Research Co. (1979).

Covers national, international, state, and regional organizations, foundations, consultants, information centers, research centers, educational programs, journals, and periodicals.

World Environmental Directory, 3rd ed. Vol. 1. Beverly E. Gough, ed. Silver Spring, MD: Business Publishers, Inc. (1977).

Although somewhat dated, contains some potentially useful information. Topics covered include U.S. professional services (consulting), U.S. government agencies, independent agencies and commissions, U.S. legislative branch, law firms with environmental interests, public interest organizations, environmental libraries, and corporate environmental officials.

INDEXING AND ABSTRACTING SERVICES

Indexing and abstracting services are useful for locating journal and periodical articles on topics of interest. Below is an annotated list that covers environmental communications and

technical writing.

Business Periodicals Index, Bronx, NY: H.W. Wilson Co.

Indexes, by subject, business periodical literature. Subjects covered include communications and technical writing.

Communication Abstracts, Beverly Hills, CA: Sage Publications.

Topics covered include broadcasting, communication theory, interpersonal communication, mass communication, journalism, public opinion, and public relations.

Current Contents,
CC/Agriculture, Biology, and Environmental Sciences,
CC/Social and Behavioral Sciences, Philadelphia, PA: Eugene Garfield Institute for Scientific Information.

Reprints the tables of contents of the journals covered. In order to use this publication effectively some knowledge of which journals contain materials of interest, or knowledge of authors in the field of interest is necessary.

Current Index to Journals in Education (CIJE), Washington, DC: Educational Resources Information Center (ERIC), U.S. National Institute of Education.

Covers a wide range of educational topics. Contains an annotated guide to current periodical literature on education and related topics. A companion to Resources in Education, which covers report literature.

Education Index, Bronx, NY: H.W. Wilson Co.

An easy to use source of journal articles that relate to education.

Environment Abstracts, New York, NY: Environment Information Center, Inc.

Encompasses all major areas of environmental science.

Environmental Periodicals Bibliography, Santa Barbara, CA: Environmental Studies Institute.

Reprints tables of contents from environmentally related periodicals.

Information Science Abstracts, Philadelphia, PA: Documentation Abstracts, Inc.

Covers information science literature, and some communication related publications.

Readers' Guide to Periodical Literature, Bronx, NY: H.W. Wilson Co.

Deals with many popular newsstand periodicals. Topics covered include environmental journalism, communication, and technical writing. The index is easy to use.

Resources In Education (RIE), Washington, DC: Educational Resources Information Center (ERIC), U.S. National Institute of Education.

Abstracts unpublished papers and presentations that relate to a wide range of educational topics. It is a companion to Current Index to Journals in Education, which deals with periodical literature.

DATABASES

Databases are machine-readable versions of indexing and abstracting services which may be accessed online by computers. They might be bibliographic, reference, numeric, or full-text. Below is a list of some bibliographic and reference databases that are considered to be particularly useful for finding information, especially in journal articles, on employment in environmental communications. For further information on the databases listed consult Computer-Readable Databases: A Directory and Data Sourcebook or Directory of Online Databases.

CAREER PLACEMENT REGISTRY/STUDENT

Producer: Career Placement Registry, Inc.
Online Service: DIALOG Information Services, Inc.
Time Span: current six (6) months.
Updated: weekly.

Contains summaries of the qualifications of students from over 1600 colleges and universities in the U.S. graduating with an Associate or higher degree. Prospective employers use the registry to locate graduates whose backgrounds meet their needs.

CLEO (COMPUTER LISTINGS OF EMPLOYMENT OPPORTUNITIES)

Producer: CLEO, An Electronic Publishing Activity of the Copley Press, Inc.
Online Service: CLEO, An Electronic Publishing Activity of the Copley Press, Inc.
Time Span: current information.
Updated: daily.

Includes approximately 500 descriptions of employment opportunities. Potential employers are from both the public and private sectors.

CSI CAREER NETWORK

Producer: Computer Search International Corporation (CSI).
Online Service: The Source.
Updated: daily.

An employee recruiting and job-listing service. Lists employment opportunities from potential employers, and resumes of job-seekers from executive recruiting firms.

ENVIROLINE

Producer: EIC/Intelligence, Inc.
Online Service: DIALOG Information Services, Inc.: DIMIDI; ESA-IRS; SDC Information Services.
Time Span: most services, 1971 to date.
Updated: approximately 600 records a month.

Furnishes citations to a wide range of topics and issues relating to the environment. Corresponds to Environmental Abstracts and Environmental Index.

ENVIRONMENTAL BIBLIOGRAPHY
Producer: Environmental Studies Institute.
Online Service: DIALOG Information Services, Inc.
Time Span: 1973 to date.
Updated: approximately 4000 records every two (2) months.

Contains citations to literature on a variety of environmental topics. Corresponds to Environmental Periodicals Bibliography.

ERIC (EDUCATIONAL RESOURCES INFORMATION CENTER)
Producer: U.S. Department of Education, National Institute of Education.
Online Service: BRS; BRS After Dark; BRS/BRKTHRU; BRS/Saunders Colleague; DIALOG Information Services, Inc.; Knowledge Index; SDC Information Services; TECH DATA; University of Tsukuba.
Time Span: RIE, 1966 to date; CIJE, 1969 to date.
Updated: approximately 1200 RIE and 1400 CIJE records a month.

Supplies citations, with abstracts, to both the journal and report literature in the field of education and in education-related areas. The printed version is Current Index to Journals in Education (CIJE) and Resources in Education (RIE).

SEASONAL INTERN, VOLUNTEER EMPLOYMENT SERVICE
Contact
Robert Aukerman
W. Dwain Miller
1301 Buttonwood Dr.
Fort Collins, CO 80525

Through direct online connection with producers, communicates nationwide government and private job announcements. Primarily for students. Positions listed are seasonal, volunteer, and intern.

U.S. EMPLOYMENT OPPORTUNITIES-FEDERAL GOVERNMENT
Producer: Washington Research Associates.
Online Service: NewsNet Inc.
Time Span: June 1985 to date.
Updated: monthly.

Prints the full text of U.S. Employment Opportunities, a Federal Government newsletter. Covers employment opportunities with federal government agencies, nationwide. Lists job vacancies, application procedures, and contact personnel.

WILSONLINE, EDUCATION INDEX
Producer: The H.W. Wilson Company.
Online Service: WILSONLINE.
Time Span: September, 1983 to date.
Updated: semiweekly; approximately 3000 records a month.

Furnishes citations from a variety of sources on a wide range of educational topics. Corresponds to Education Index.

JOURNALS

Journals are good sources of background information on topics of interest. They often carry articles on career development and career opportunities. Some of them list job openings. Below is an annotated list of journals that relate to the field of environmental science and to technical writing.

ENVIRONMENT

The Conservationist (bimonthly)
New York State Department of Environmental Conservation
P.O. Box 1500
Latham, NY 12110
1-800-247-5470

An official publication of the New York State Department of Environmental Conservation which covers topics which relate directly to New York State. Deals with a wide variety of environmental topics.

Environment (monthly)
Heldref Publications
4000 Albemarle Street, N.W.
Washington, DC 20016

Publishes articles on a wide range of environmental topics, including environmental communications.

Environmental Education, Report and Newsletter (quarterly)
American Society for Environmental Education
Wheeler Professional Park
P.O. Box 800
Hanover, NH 03755
(603) 643-3536

Covers articles on a variety of topics relating to environmental education, including current awareness articles on a number of environmental topics.

The Journal of Environmental Education (quarterly)
Helen Dwight Reid Educational Foundation
4000 Albemarle St. N.W.
Washington, DC 20016

Printed in association with the North American Association for Environmental Education. Contains articles relating to environmental education.

Journal of Outdoor Education (annual)
The Editor
Box 299
Oregon, IL 61061

A small journal that deals with environmental and outdoor education. Distributed free of charge to interested individuals.

TECHNICAL WRITING

IEEE Transactions on Professional Communication (quarterly)
The IEEE Professional Communication Society
445 Hoes Lane
Piscataway, NJ 08854

Published by the Professional Communication Society, which is dedicated to improving the communication of technical information. Contains many informative articles on technical writing and communication.

Journal of Communication (quarterly)
P.O. Box 13358
Philadelphia, PA 19101-3358

Concerned with the study of communication theory, practice, and policy. Encompasses communication research, communication policy

developments, and the public impact of communication studies in a variety of fields.

Journal of Technical Writing and Communication (quarterly)
Baywood Publishing Co., Inc.
120 Marine Street
Box D
Farmingdale, NY 11735

A major professional and scholarly journal for technical writers and teachers of technical writing. Publishes articles on a variety of related topics: professional writing, communication theory, technical journalism, scientific communication, business communication, and communication for managers.

Technical Communication (quarterly)
The Society for Technical Communication
815 Fifteenth Street N.W.
Washington, DC 20005
(202) 737-0035

Provides excellent coverage of all aspects of technical communication. Prints help wanted ads for a variety of technical writing positions. Most of them, however, are in high-tech fields.

ASSOCIATIONS, ORGANIZATIONS, AND SOCIETIES

Below is a list of associations, organizations, and societies involved in employment, environmental communications, and technical writing. Many of those listed provide material relating to careers free upon request.

EMPLOYMENT

National College Placement Association
311 Miller Ave., Suite D
P.O. Box 5115
Mill Valley, CA 94942
(415) 381-1038

ENVIRONMENT - CONSULTANT

American Consulting Engineers Council
1015 15th St. N.W.
Washington, DC 20005
(202) 347-7474
Larry N. Spiller, Exec. V. Pres.

Association of Consulting Foresters
5410 Grosvenor Ln., Suite 120
Bethesda, MD 20814
(301) 530-6795
Arthur F. Ennis, Exec. Dir.

International Consultants Foundation
c/o Elinor Conversana
11612 Georgetown Ct.
Potomac, MD 20854
(301) 983-2709
Elinor Conversana, Exec. Dir.

Professional and Technical Consultants Association
1330 S. Bascom Ave., Suite D
San Jose, CA 95128
(408) 287-8703
Dan Lonbard, Exec. Dir.

ENVIRONMENT - GENERAL

American Society for Environmental Education
P.O. Box 800
Wheeler Professional Park
Hanover, NH 03755
(603) 643-3536

Association of Interpretive Naturalists, Inc.
670 Needwood Road
Dirwood, MD 20855
(301) 948-8844

Center for Environmental Education
624 Ninth St., N.W.
Washington, DC 20001
(202) 737-3600

Conservation Education Association
c/o Robert A. Darula
University of Wisconsin
Green Bay, WI 54301
(414) 465-2397

Environmental Education Group
5762 Firebird Ct.
Carmarillo, CA 93010
(805) 482-6288

Institute for Environmental Education
32000 Chagrin Blvd.
Cleveland, OH 44124
(216) 464-1775

National Wildlife Federation
1412 16th Street, N.W.
Washington, DC 20036

The Natural Science for Youth Foundation
P.O. Box 560
Milford, PA 18337
(717) 286-8861

The Nature Conservancy
1800 North Kent Street
Arlington, VA 22209

The Nature People
P.O. Box 98
Warrens, WI 54666
(608) 378-4344

North American Association for Environmental Education
P.O. Box 400
Troy, OH 45373
(513) 698-6493

Outdoor Writers Association of America
4141 West Bradley Road
Milwaukee, WI 53209

Soil Conservation Society of America
7515 N.E. Ankeny Road
Ankeny, IA 50021

ENVIRONMENT - LOBBY AND PUBLIC INTEREST

Environmental Action
1346 Connecticut Ave. N.W., Suite 731
Washington, DC 20036
(202) 833-1845
Alden Meyer, Dir.

Environmental Action Foundation
724 Dupont Circle Bldg.
Washington, DC 20036

(202) 659-9682
Alden Meyer, Dir.

Environmental Defense Fund
444 Park Ave. S.
New York, NY 10016
(212) 686-4191
Frederic D. Krupp, Exec. Dir.

Environmental Planning Lobby
196 Morton Ave.
Albany, NY 12202
(518) 462-5526
Judith Enck, Exec. Dir.

Environmental Policy Institute
218 D St. S.E.
Washington, DC 20003
(202) 544-2600
Louise C. Dunlop, Pres.

Sierra Club Legal Defense Fund
2044 Filmore St.
San Francisco, CA 94115
(415) 567-6100
Fredric P. Sutherland, Exec. Dir.

TECHNICAL WRITING

Association of Teachers of Technical Writing
Box 408
Hinds Junior College
Raymond, MS 39154
(601) 857-5165

Society for Technical Communication
815 Fifteenth St. N.W.
Washington, DC 20005
(202) 737-0035

GOVERNMENT AGENCIES

Listed below are State and Federal agencies that deal with employment and environmental science. These agencies are good sources of information. In addition, some of them have programs to help people find employment.

EMPLOYMENT

Federal

United States Department of Agriculture, Cooperative Extension
Central New York
Cornell Cooperative Extension
Staff Development and Personnel
31 Roberts Hall
Ithaca, NY 14853-5901

Employs people in a wide variety of environmental positions, several of which involve environmental communications. Places names on their job-openings mailing list and holds resumes on file.

United States Department of Labor, Bureau of Labor Statistics
Superintendent of Documents
Government Printing Office
Washington, DC 20402

Employs economists who gather authoritative information regarding occupations in virtually every field. Publishes the Occupational Outlook Handbook, which covers several hundred occupations and many major industries. For each major job discussed, it provides information on job descriptions; future job prospects; personal qualifications, training, and educational requirements; working conditions; earnings; advancement opportunities; and sources of additional information. The handbook is published every two years, and may be purchased from the above address.

The Bureau also publishes The Occupational Outlook Quarterly, which is a periodical to help young people, employment planners, and guidance counselors keep abreast of current occupational and employment developments between editions of the Occupational Outlook Handbook. In addition, the bureau publishes reprints from these documents, for example Tomorrows Jobs from the Occupational Outlook Handbook, and the Job Outlook in Brief, from the Occupational Outlook Quarterly. The Bureau also puts out several bulletins, such as, Science and Your Career, English and Your Career, and Ecology and Your Career.

United States Department of Labor, Job Service Division
Job Bank and Placement Center
Syracuse
677 S Salina
Syracuse, NY
(315) 479-3232

A good source of information about local job openings. Provides occupational counseling, a self-service computerized listing of job openings, as well as a library of occupational and job search literature. Services are provided without charge. Employment Service Offices in most large cities have a Job Bank.

United States Office of Personnel Management
Federal Job Information Center

Gives general information on Federal employment, explains application procedures for specific jobs, and supplies application materials. Information can be obtained by mail, by telephone, or by visiting a Federal Job Information Center. Most large cities have a Federal Job Information Center. The Office also provides Federal employment information to State Job Service (State Employment Security) Offices, and, for college-entry jobs, to College Placement Offices. The addresses of a few Federal Job Information Centers are listed below.

Connecticut
Federal Building, Room 717
450 Main Street
Hartford, CT 06103
(203) 244-3096

Massachusetts
3 Center Plaza
Boston, MA 02108
(617) 223-2571

New York
U.S. Courthouse and Federal Building
100 S. Clinton Street
Syracuse, NY 13260
(315) 423-5660

State

Each state has an employment agency, or a labor agency, or both. These agencies publish reports that deal with future occupational supply, characteristics of the work force, changes in state and area economic activities, employment structure of important industries, and current and future employment trends for many industries and occupations. These reports may be particularly useful when deciding on a career, or when considering relocation. For information on the various labor market studies, reports, and analyses available in a specific state contact the Chief of Research and Analysis or the Public Information Supervisor in the State Employment Agency. Agency addresses in a few Northeastern States are listed below.

Connecticut
Director, Research and Information
Connecticut Employment Security Division
200 Folly Brook Blvd.
Weatherfield, CT 06109
Also try the Public Information Supervisor at the same address.

Massachusetts
Assistant Director, Research and Information Service
Division of Employment Security
Hurley Building
Government Center
Boston, MA 02114
Also try the Supervisor of Information at the same address.

New York
Director, Division of Research and Statistics
Department of Labor
2 World Trade Center
New York, NY 10047

ENVIRONMENT

The agencies listed below deal in some way with the environment, and employ people in a variety of environmental science areas. Many of them will send information regarding careers in environmental science upon request.

Federal

Department of Agriculture
Forest Service
Soil Conservation Service
Agricultural Research Service
Washington, DC 20250

Department of Commerce
Sea Grant Program
Environmental Research Laboratories
Washington, DC 20230

Council on Environmental Quality,
Executive Office of the President
722 Jackson Place, N.W.
Washington, DC 20006

Environmental Protection Agency
Air Pollution Control Office
Pesticides Office
Water quality Office
Office of Education and Manpower Planning
Washington, DC 20460

Department of the Interior
Office of Water Resources Research
Fish and Wildlife Service
National Park Service
Geological Survey
Washington, DC 20240

National Science Foundation
Division of Environmental Sciences
Office of Economic and Manpower Studies
Program of Interdisciplinary Research Relevant to Problems of Our Society
Washington, DC 20550

Smithsonian Institution
Office of Oceanography and Limnology
Office of Ecology
Smithsonian Institution Press
Washington, DC 20560

Water Resources Council
1025 Vermont Avenue, N.W.
Washington, DC 20005

State

Listed below are a few state agencies that deal with the environment. Names and addresses of other state agencies can be found in the Recreation and Outdoor Life Directory and in the Directory of Consumer Protection and Environmental Agencies.

Connecticut
Department of Environmental Protection
165 Capitol Ave, Rm. 206
Hartford, CT 06115

Massachusetts
Department of Environmental Management
100 Cambridge Street
Boston, MA 02202
(617) 727-3180

New York
Department of Environmental Conservation
50 Wolf Road
Albany, NY 12233
(518) 457-7430

EXPERTS

Experts are valuable human resources. They can provide access to their own knowledge, unpublished literature, other specialists, and employment opportunities. When using experts as a resource one should be sensitive to their needs and limitations. Time constraints, disciplinary focus, personal privacy, and confidentiality in research are a few of experts' needs and limitations. Many resources provide listings of and information on

experts. Some directories list specialists. Also, university phone directories list professors and researchers. In addition, many associations publish directories to their membership. Some roles that experts play are listed below.

Authors of Journal Articles
Directors of Associations, Organizations, and Societies
Directors of College Career Services Offices
Directors of Environmental Conservation Departments
Directors of Nature Centers
Directors of Parks and Recreation Departments
Professors of Environmental Communications
Professors of Technical Writing

JOB SEARCH SOURCES

Below is an annotated list of books that are aimed at improving job search skills. Most of these are general, but quite useful.

Barron's Educational Series, Inc., Jobs, Jobs, Jobs For the College Graduate, Woodbury, NY: Barron's Educational Series, Inc., 1977.

Provides a good summary of what technical writers do, what training they need, what their average salaries are, and where they work. Contains similar information on jobs in the environmental science field.

Bolles, Richard N., What Color Is Your Parachute? A Practical Manual for Job-Hunters and Career-Changers, Berkeley, CA: Ten Speed Press, 1982.

An excellent manual offering advice and a wealth of information. Particularly useful for career and life-planning. The style is lively and offbeat.

Diclhut, Harold W. and Marvel J. Davis, Professional Resume: Job Search Guide. Chicago, IL: Management Counselors, Inc. 1976.

Offers some helpful advice on how to organize and write a resume, and how to make a successful

job search. Sections on resume preparation make up the bulk of the volume.

Fox, Maricia R. Put Your Degree To Work. New York: W.W. Norton and Co., 1979.

A general career-planning and job hunting guide aimed at helping graduate students enter the professional world. Includes some useful chapters on the effective job hunt, the resume, and the interview.

Gould, Jay R. and Wayne A. Losano, Opportunities In Technical Communications, 3rd ed., Lincolnwood, IL: National Textbook Co., 1984.

Provides valuable insights into the field of technical communications and into employers of technical writers. Includes three chapters on the best preparation for entry into the field.

Uleck, Ronald B., ed., Life Sciences Jobs Handbook. Gaithersburg, MD: Prospect Press, 1979.

A detailed, how-to-do-it manual and resource guide that was developed specifically for students and practicing professionals in the life sciences and related professional fields. Contents include listings and brief descriptions of nationwide job-listing sources, job banks and placement services, government jobs, and professional societies.

Wright, John W. The American Almanac of Jobs and Salaries. New York: Avon, 1984.

Contains a small, but informative section on technical writing: what it is, where technical writers work, and what they earn.

CURRENT AWARENESS SERVICES

Many publications list current job openings and analyze current employment trends. Below is an annotated list of such publications. General publications and those specifically aimed at environmental communications positions are included.

GOVERNMENT

Federal Employment Bulletin (biweekly)
P.O. Box 11715
Washington, DC 20008
(202) 667-3050

Includes listings of jobs available in the federal government in all regions of the country and overseas. A continuing series of articles relay information on a wide variety of federal personnel/hiring related issues.

Federal Job Opportunity List (FJOL) (bimonthly)
Syracuse
U.S. Office of Personnel Management
Federal Job Information Center
Syracuse Area Office
James M. Hanley Federal Building
100 South Clinton Street - Room 841
Syracuse, NY 13260
(315) 423-5660

Lists the federal jobs for which applications are being accepted in local areas. The list can be obtained from the local U.S. Office of Personnel Management, Federal Job Information Center and from State Employment Services Offices.

Job Openings (monthly)
Office of Policy, Evaluation and Research Employment, and Training Administration
(Attention:TPPL)
U.S. Department of Labor
Washington, DC 20213

Highlights occupations with large numbers of job openings available throughout the U.S. Based on job orders placed by employers at public employment services (Job Services) during the previous month. Lists the occupations, their national totals, and

the areas which had a significant number of openings. The bulletin can be useful in that it can describe employment trends in a particular city or pinpoint the cities that have the greatest numbers of openings in a particular occupation.

Single copies are available from

Consumer Information
Department Number 533J
Pueblo, CO 81009

Annual subscriptions may be purchased from

The Superintendent of Documents
U.S. Government Printing Office
Washington, DC 20402

PRIVATE

Environmental Opportunities (monthly)
Environmental Studies Department
Antioch/New England Graduate School
Keene, NH 03431

Lists current job openings in all fields of environmental science. The job listings are nationwide. Permanent positions and seasonal/internship positions are included.

Subscriptions are available from
Sanford Berry, Editor
Box 670
Walpole, NH 03608
(603) 756-3422

The Inside Line (biweekly)
The National College Placement Association
311 Miller Ave., Suite D
P.O. Box 5112
Mill Valley, CA 94942
(415) 381-1038

Catalogs nationwide job openings in a variety of fields, including technical writing, recreation, and environmental science.

Jobs Bulletin (seasonal)
The Nature People
P.O. Box 98

Warrens, WI 54666
(608) 378-4344

Lists professional and technical natural resource, biology and recreation positions, based on information received directly from employers or their personnel offices. Covers both public and private sector jobs, nationwide. There are two update bulletins per month.

The organization also puts out the Summer Jobs Announcement, which encompasses summer and seasonal jobs, and the Employment Guide, which includes detailed information on federal registers, student intern and Peace Corps opportunities, job descriptions and qualifications needed, tips on application procedures, job information sources, agency addresses, and other information on federal jobs.

Job Search
The Association of Interpretive Naturalists, Inc.
Professional Services Committee
670 Needwood Road
Dirwood, MD 20855
(301) 948-8844

Published as a referral service without fee in order to bring together employers with vacancies and persons seeking employment as interpreters: not a placement service. The Job Candidate List is sent to employers only. The Employment Opportunity List is sent to candidates, as well as organizations and persons who receive the Employment Opportunity List on a periodic bases. The list is nationwide and worldwide. Membership in the Association is not necessary in order to participate in Job Search.

Opportunities (bimonthly)
The Natural Science for Youth Foundation
Publications Office
P.O. Box 560
Milford, PA 18337
(717) 296-8861

Tabulates jobs available nationwide in environmental fields. Many, but not all, of the positions are interns, and many are in environmental education, and interpretation. Distributed to members of the Foundation without charge and to nonmembers for a fee.

OTHER SOURCES

This section covers a few additional sources of information that may be useful in a job search.

COLLEGE CAREER AND PLACEMENT OFFICES

College career and placement offices contain a wealth of useful information. In addition, they usually provide a number of career counseling and job placement services. They cater, primarily, to students and graduates of their college or university. A couple of examples of college career and placement offices are listed below. The names and addresses of the career and placement offices at other colleges can be located through college telephone directories, or through the college's student affairs office.

Career Development Office
New York State College of Agriculture and Life Science
Cornell University
16 Roberts Hall
Ithaca, NY 14853
(607) 256-2215

Among the many services offered are the Candidates Available List and the Job Opportunities List. The Candidates Available List is an anonymous listing of resume summaries of students and alumni. It is mailed to about 500 selected employers, and is designed to assist employers locate potential employees. Job Opportunities is a monthly publication which prints nationwide job openings in many fields, including natural resources, environmental science, and communications.

Office of Career and Counseling Services
State University of New York
College of Environmental Science and Forestry
Bray Hall, Room 108
Syracuse, NY 13210
(315) 470-6658

Provides a variety of career related services, including lists of full-time, part-time, and summer jobs; on-campus recruiting; and an alumni job list.

PRIVATE EMPLOYMENT AGENCIES

There are a multitude of private employment agencies. The Yellow Pages lists many of them. Many private employment agencies do not deal with jobs in environmental communications, however, many do deal with jobs in technical writing. Below is a list of a few employment agencies that may be useful.

Colonial Personnel Agency, Inc.
217 S. Salina, Suite 303
Syracuse, NY
(315) 471-0175

Lists professional and technical as two of the many job types handled.

Employment Information Resources
Box 125
1766 Front Street
Yorktown, NY 10598

Distributes, for a fee, lists of names and addresses of 100 key employers in fields of interest. The employers included are all in the New York, New Jersey, and Connecticut areas.

TAD Technical Services Corp.
1001 James St.
Syracuse, NY 13203
(315) 422-3315

Technical writing is listed as one of the many job types treated.